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**From:** Szymczak, Elizabeth (DPH)  
**Sent:** Friday, July 31, 2009 1:51 PM  
**To:** Nawn, Kathleen (DPH); Gauthier, Cheryl (DPH); 'Greer, Garry (DPH)'; Jenner, Jennifer (DPH)  
**Cc:** Han, Linda (DPH)  
**Subject:** Incident Response Workgroup  
**Attachments:** Checklist.pdf; Emergency Res Contingency Plan 4.4 6-24-2008.DOC; new SA.005.doc; 10-Watchman Emer Proc 6-27-08.doc

Good afternoon,

Thank you for agreeing to work on this newly formed Incident Response Work Group.

Attached, please find the documents that I referred to at the meeting yesterday.

1. UMMS Emergency Response and Contingency Plan
2. SA.005 the documents that Phyllis authored
3. Watchman Emergency Procedure (UMMS)
4. The CDC Inspection Checklist for Incident Response (SAT)

To summarize our discussion our preliminary plan is as follows:

1. Review the UMMS document and SA.005 with the CDC guidance document as a guide.

For each topic assigned:

Is the topic covered adequately in each document?  
Are topics missing in one document and not the other?  
Does the SA.005 cover a topic in greater depth than the UMMS doc?  
**Are some important topics missing?**

2. It appears that we might be able to use the UMMS plan as a blanket document and then add a BLS based component that addresses missing pieces. **Is this a correct hypothesis?**  
John Nickerson is on vacation this week and next, so I have not yet determined if the attached UMMS document is current.
3. Section assignments are on the attached PDF of the checklist

**Cheryl** – bomb threats, suspicious package, first responders, PPE, decon.

**Garry**- weather, workplace violence, emergencies, employees performing rescue, first aid, evacuation.

**Kathy** – security breaches, physical security, personnel roles, lines of authority, site security and control.

**Jen** – Response procedures unique to chemicals onsite, PPE, Decon

We did not spend time goal-setting; below is my first attempt at it. Please send your comments and ideas and perhaps we can work this out via email.

Goals:

To develop an incident response plan that

1. meets UMMS, BLS and CDC requirements
2. is comprehensive but succinct
3. will be written and approved with in 4 months
4. will create a method used to document and review both incidents and our response

To develop a comprehensive training plan that will

1. meet UMMS, BLS and CDC requirements
2. be relevant and accessible to staff
3. be delivered in 2010
4. documents training and curriculum

To develop drills and exercises that

1. meet UMMS, BLS and CDC requirements
2. is relevant and accessible to staff
3. will be used to improve/modify the training curriculum
4. will be scheduled for 2010

I am looking forward to working with you on this important project. As you know I need your assistance to prepare for the August 2011 select agent inspection, but more importantly I think we all want a workplace that is able to respond quickly and correctly to any number of potential problems or emergencies.

Lets plan to meet again the week after Labor Day.

Thanks

Betsy

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